

Records Officer, Office of the Director

17 November 1959

Chief, Records Management Staff

Improving Records Disposition

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1. [ ] has been asked by Mr. Dulles to report to him within two months on the effectiveness of the Records Disposition Program. His request stemmed from the presentation that [ ] gave at the Senior Staff Meeting on 2 November 1959.

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2. [ ] proposes to report on the results of offices applying the following guide lines which he outlined in his presentation, and which on the same date he confirmed in a memorandum to your Operating Official:

a. "Severely question the amount of records which are scheduled for retention at Headquarters for any length of time."

b. "Challenge the dates of retention for all records at the Records Center."

c. "Challenge that disposition which says: 'Hold indefinitely—destroy when no longer needed.' "

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3. In order that [ ] may reply to the Director, please furnish me by 15 January 1960 with a statement on the extent to which you have applied the above guide lines during the two month period preceding that date and the results from your action.

4. As I promised at our conference, I am enclosing a list of item numbers representing those records which have not been retired as scheduled. Your prompt attention to these items should serve as an excellent starting point toward increasing the effectiveness of your records disposition program. Please let me know if I can assist you further in any way.

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